

**TOWN OF CHARLESTOWN  
PLANNING BOARD  
FEBRUARY 19, 2019**

Members Present: Robert Frizzell (Chair); Sharon Francis, Rose Smith-Hull, Richard Lincourt, Terry Spilsbury,

Members Absent: Doug Neill, Thomas Cobb (Ex-Officio Selectboard member)

Alternates Present: Duane Wetherby

Staff Present: Travis Royce – Planning & Zoning Administrator

**CALL TO ORDER & SEATING OF ALTERNATES:** Mr. Frizzell called this meeting to order at 7:00 PM in the Silsby Library Community Room. He noted that Selectboard member Thomas Cobb is absent. He noted that regular member, Mr. Doug Neill, was absent therefore asked alternate member, Mr. Duane Wetherby, to sit on the Board. Mr. Frizzell advised that meetings are recorded and asked anyone wishing to speak to identify themselves for the record.

**APPROVAL OF MINUTES OF FEBRUARY 5, 2019:**

Mrs. Francis moved to accept the Minutes of the Planning Board meeting of February 5, 2019, as submitted. Mrs. Smith-Hull seconded. Mr. Lincourt noted: Page 2 paragraph 2 end of the first sentence insert “as this is not a permitted use” and at the end of the same paragraph insert “Mr. Lincourt expressed concern about the installation of cadmium containing solar panels in Zone D, the Watershed Protection Area. Cadmium is a known carcinogen. With five(5) members in favor, the motion and corrections were approved. Mr. Wetherby abstained as he was not present for the February 5, 2019 meeting.

**906 SHR LLC and Douglas & Jodie Rand – Boundary Line Adjustment – South Hemlock Road, Tax Map 241 Lots 31 & 32, Located in Zone E (Mixed Use)**

Joe DiBernardo of DiBernardo Associates explained that the purpose of the boundary line adjustment is to increase the 906 SHR LLC property’s road frontage to greater than 200’ in order to comply with Charlestown regulations. Each property will retain the same acreage before and after the boundary line adjustment. Mr. DiBernardo noted that the plan will be revised to update the abutter information, nearby road name and a note indicating that the properties will remain the same acreage. The Rand’s were in attendance and stated their consent to the proposed boundary line adjustment.

Mrs. Francis moved to accept this boundary line adjustment application from 906 SHR LLC and Douglas and Jodie Rand as complete. Mr. Lincourt seconded. With six (6) members in favor and none opposed, the motion was approved.

**Mr. Lincourt moved to grant final approval for this boundary line adjustment application with the associated waiver requests for the following items: drainage, topographical elevation, contours, location of test pits, and soil types and boundaries. Mrs. Smith-Hull seconded. With six (6) members in favor and none opposed, the motion was approved.**

**Planning and Policy:**

**Site Plan Review/Change of Use/Non-Conforming Uses:** Mrs. Francis requests that the checklist for applications should include the project information, date, and individual completing the checklist. Mr. Royce provided a revised handout which highlighted some language in the regulations that may need clarification. There was lengthy discussion regarding the mechanisms or events that would initiate a site plan review by the Planning Board. A portion of the Town of Walpole regulations were reviewed, some of this information appears to be useful. There was much discussion regarding non-conforming uses and the allowed expansion or change of those uses. The site plan regulations seem to indicate that change of use should relate to the impact on neighboring properties. Should change of owner/user prompt a site plan review requirement? Mrs. Francis suggested that Mr. Royce propose some revisions to the site plan regulations relative to non-conforming uses for the Board to review at an upcoming meeting.

**Zone E Residential Development:** Mr. Royce noted that Zone E allows for any use, specifically Zone E states “No more than one single-family or two-family dwelling structure shall be permitted on any lot without site plan review approval by the Planning Board”. It was suggested that Mr. Royce propose potential changes to the site plan review regulations regarding time frames for discontinued uses. Additionally, some changes to Zone E may be considered.

**Water System Integration:** Mrs. Francis noted that at a previous meeting Mr. Cobb mentioned that the Charlestown and North Charlestown water systems would be connected in the future. Mrs. Francis feels that connecting these systems could have implications for Planning Board considerations. The North Charlestown village and the Charlestown village are two distinct areas of infrastructure and increased density. A contiguous water system could impact those existing conditions. Mr. Royce provided some insight into the need to connect the two systems due to changing regulations and increasing costs to treat the water.

**Code Enforcement:** Mrs. Smith-Hull asked if the Fire Chief inspects the carbon monoxide detectors for the Jiffy Mart building.

**ADJOURNMENT:**

**Mrs. Smith-Hull moved to adjourn this meeting. Mr. Duane Wetherby seconded. With six (6) members in favor, the meeting was adjourned at 8:35 PM.**

Respectfully submitted,

Travis Royce, Planning and Zoning Administrator

(**Note:** These are unapproved Minutes. Corrections will be found in the Minutes of the March 5, 2019, Planning Board meeting.)